



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES  
CAREER OPPORTUNITY**

*Secretary, GS-318-07/08  
Career Position*

*Government-Wide  
Washington, DC commuting area only*

**This announcement is a solicitation for applications from status candidates only.  
FPL: GS-09**

**VACANCY ANNOUNCEMENT NUMBER  
2003-111VCJ**

**The Office of Personnel Resources will be accepting applications for this position from June 20, 2003, through July 7, 2003. All applications must be received by July 7, 2003.**

---

**A full time (40 hours per week) position is available for a Secretary to the Director in the organization of Community Development Financial Institutions Fund (CDFI). The Fund is charged with promoting economic revitalization and community development primary through investment in and assistance to CDFIs and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance and tax credit allocations to organizations engaged in community development finance.**

---

**The Secretary to the Director position includes duties and responsibilities that involve assisting the Director in day-to-day operations including scheduling appointments and meetings, screening telephone calls and visitors, coordinating outside speeches and briefings with senior Fund managers, typing correspondence that warrants review and/or signature by the Director, scheduling travel arrangements and keeping the Director's schedule.**

---

**The Fund is located in the heart of downtown Washington, D.C. at 601 13<sup>th</sup> Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.**

---

**Additional information is provided on the reverse side of this announcement for Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.**

---

**A copy of this vacancy announcement is also available through OPM's web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104**

**You may email your application to [vera.jones@do.treas.gov](mailto:vera.jones@do.treas.gov) or fax your application to (202) 622-0161.**

<b>BENEFITS:</b>	~ Salary \$32,736 to \$42 558 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~ ~ Federal Employees Retirement Plan ~ Health/Life Insurance ~ ~ Incentive Awards ~ ~ Thrift Savings Plan (Similar to 401K plans)
<b>APPLICATION PROCEDURES:</b>	~ In order to assist you in preparing your application package, instructions and checklist are included with this announcement.
<b>QUALIFICATION REQUIREMENTS</b>	~ In accordance with the Office of Personnel Management's Group Coverage qualification standard for Clerical and Administrative Support Positions, dated 8/94, all candidates must possess one year of specialized experience.

---

**Employment of People with Disabilities:** The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Veterans Employment Act of 1998:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**Specialized Experience:** Specialized experience is experience which provides the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled.

**Basis for Rating:** Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

**Rating Factors:**

1. Ability to plan and maintain appointment and conference calendars and the capability to plan and prepare extensive travel arrangements.
2. Ability to review and control incoming and outgoing administrative correspondence (i.e., Congressional inquiries, controlled correspondence for the Department, etc.); ability to prepare, finalize and edit a variety of correspondence for correct grammar, spelling, punctuation, format; and capability to establish and maintain office files and records and tracking suspense dates.

3. Experience in using a variety of computer software programs, such as MS Office applications (Outlook, Word, Excel, PowerPoint, etc.), in the execution of administrative support activities.
4. Ability to screen telephone callers and visitors on routine agency matters for referral to office(s) and exercise appropriate discretion for the more complex, urgent or sensitive issues that require the Director's immediate attention.
5. Ability to interface and coordinate with both internal and external parties regarding issues that affect the Director's needs and requirements.

**Time-in-Grade:** Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

**Application Procedures:** In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. All **REQUIRED** information must be received or you will not receive full consideration for this position.

Application packages may be mailed to: Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, NW (Metropolitan Square, Room 6213) Washington, DC 20220.

Applications sent in government postage paid envelopes **WILL NOT** be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted. Application packages may also be emailed to the address on the first page of faxed to the number on the first page. If emailed, please fax or mail any required additional forms.

**Note for CTAP/ICTAP Eligibles:** Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be "well-qualified" for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be "well-qualified" for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury's Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be "well qualified" for this position. To be determined "well-qualified," a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the "How to Apply" section of this announcement.

Relocation expenses are not authorized.

Recruitment bonus is not authorized.

Non-critical Sensitive - This position has been designated non-critical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

---

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NONAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

## APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

### JOB INFORMATION

- ☐ \*Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. (*You will not be considered for jobs which pay less than you indicate.*)
- ☐ \*Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

### PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address (*with ZIP Code*)
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers (*with area code*)
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

### WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. (*Include title, grade & series if applicable*)

- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

### OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses (*current only*)
- ☐ Job-related training courses (*title and year*)
- ☐ Rating factors identified on the previous page. (*Factors may be addressed on bond paper.*)

### INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

### PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

### EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code

- ☐ **Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours**
- ☐ **\*College transcripts. (*If applicable*)**